

ALL BRANCHES: Please note that an updated version of the August 1, 2016, letter to all bodies of elders will soon be posted on MDS. Two sentences were added in paragraph 13 as shown in the "Changes from previous" document to be included in the MDS item. Finally, we wish to clarify that printed copies of the *Child Protection Guidelines for Branch Office Service Desks (S-66)* should not be provided to Service Desk secretaries. As needed, the secretary may consult the copy that is in the possession of the responsible deskman. Thank you. Your brothers, Service Committee  
HSA:HSQ July 7, 2016

c: Governing Body, Coordinators' Committee, WHQ Legal Department

ALL BRANCHES: Please note that while the S-66 form has been given the "Highly Confidential" security role on MDS, the August 1, 2016, letter, like all other letters to bodies of elders, has been given the "Non-Confidential" security role on MDS. Thank you.

— Service Committee HSE:HSP June 22, 2016

c: Governing Body  
Coordinators' Committee  
WHQ Legal Department

### **WORLD HEADQUARTERS**

HSA:HSE June 20, 2016 No. C-46805S

Branch Committee  
ALL BRANCHES

Re: Protecting Minors From Abuse

Dear Brothers:

We are pleased to inform you that the following documents will soon be released on the Materials Distribution System (MDS) to brothers with the "Highly Confidential" security role:

- *Child Protection Guidelines for Branch Office Service Desks (S-66)*. This version replaces the version dated May 2013.
- Letter dated August 1, 2016, to all bodies of elders. This letter should not be made available to bodies of elders on jw.org until August 1, 2016. It will replace the letter dated October 1, 2012, to all bodies of elders.

Translations of the letter to all bodies of elders and any needed translations of the S-66 form should be posted on MDS by August 1, 2016. Only experienced *elders* should be assigned to translate and check these documents.

A printed—not electronic—copy of the S-66 form and the letter to all bodies of elders should be made available at this time to the following *elders*: (1) each Branch and Country committee member; (2) the Service Department overseer, his assistant, and each Service Desk; (3) the Legal Department overseer and his assistant. If the Branch Committee believes that any others should be provided with copies of these documents, a request with complete details should be submitted to the WHQ Legal Department. Any elder who is provided with a copy of these documents and who receives a change of assignment in the future should be instructed to return them to the Branch Committee. Copies of the S-66 form should never be distributed to anyone in any electronic format, and the S-66 form should not be included in any branch Research library. If a translation of the S-66 form will be needed by other branch offices, the translation branch may post the translated form on MDS as a vernacular edition of the S-66 form. This vernacular MDS item will likewise use the "Highly Confidential" security role.

The policies outlined in these documents become effective on August 1, 2016. Before that date, the Branch Committee should ensure that the Service Desks and Legal Department become thoroughly familiar

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inquires about a past case or the Service Department believes that additional direction needs to be provided to a body of elders regarding a past case, the Branch Committee should be consulted. (Prov. 15:22) The Branch Committee should provide direction on a case-by-case basis.—*bo* chap. 6 pars. 44, 50.

If you have questions or concerns (1) about the implementation of these policies from a *legal perspective* or (2) about the application of these policies to an *individual accused of child sexual abuse*, please send a memorandum with your questions, your concerns, and your request for a legal opinion to the WHQ Legal Department without copying any other party. (S-66 par. 35) Any other questions that cannot be answered by the Branch Committee should be referred to the Service Committee in a numbered letter.

May Jehovah grant you knowledge, wisdom, and discernment as you care for these and other weighty matters in connection with the flock of God entrusted to your care.—Prov. 2:6; 1 Pet. 5:2, 3.

Your brothers,

Service Committee

c:     Governing Body  
       Coordinators' Committee  
       WHQ Legal Department